



Position Title: Inclusion Assistant Coordinator

Date: Summer 2022

Department: Parks and Recreation

Division: Recreation

Accountable to: Recreation Supervisor

Primary Objective of Position:

Assist in implementing the division's Inclusion Services, under the supervision of the Recreation Supervisor and the work direction of the Inclusion Coordinator and Camp Kota Coordinator. Provide on and off site leadership and supervision through planning, organizing, training and directing staff to provide assistance to participants with disabilities, volunteers and staff to ensure a successful recreation experience for participants in Parks and Recreation programs.

Examples of Duties:

1. Provide a safe, fun and appropriate experience for all participants.
2. Assist the Inclusion Coordinator with managing, scheduling and providing work direction for staff and inclusion services for participants with disabilities and medical conditions.
3. Communicate regularly with Supervisor and Inclusion Coordinator.
4. Plan and prepare weekly schedule and written post-season evaluation of program and recommendations for next season.
5. Responsible for all preparation, submitting and reviewing all reports required on participants, volunteers, staff, incidents and property damage.
6. Together with the Leadership Team, work together to plan, organize and direct activities for all participants.
7. Communicate directly with parents, supervisors and staff to create individual inclusion plans for participation in parks and recreation programs.
8. Communicates inclusion plans and changes with parents, supervisors, and program staff. Evaluates plans on a regular basis to adapt and make changes as necessary.
9. Provides support within programs directly with participants and staff as to create an inclusive environment onsite.
10. Provide the opportunity for success for all participants by adapting activities, managing behaviors, providing personal cares (personal cares are those services that include, but are not limited to feeding, toileting, distributing medication, and changing clothes) and providing any additional assistance as directed.
11. Develop sensitivity as to when to offer assistance and when to allow natural dynamics to help the individual become a part of the group.
12. Encourage social interactions between and among all participants.
13. Problem solve by using other staff, parents, supervisors and community agencies as resources.

14. Work as a team member to ensure that the programs are in compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
15. Attend, participate in, and help to facilitate all staff trainings and weekly meetings.
16. Follow staff policies and procedures.
17. Ensure that all staff and program participants follow the established policies and procedures.
18. Complete all other duties as assigned by Recreation.

Minimum Qualifications:

1. Must be 18 years of age or older
2. Must be available the entire season from July 11th – August 5th (Monday-Friday; with an overnight camp stay on Thursday evenings).
3. Must be able to attend and assist in facilitating staff training on July 7th – 8th and complete online training.
4. Must successfully pass a Criminal and Driving Background Check.
5. Must have experience working with children with disabilities or demonstrate a strong desire to work in this position.
6. Must be able to lift and transfer participants of various weights and sizes independently or with assistance from another staff.
7. Currently certified in Shallow Water Lifeguarding, or have ability to obtain.

Desirable Qualifications:

1. Supervisory and/or Leadership experience
2. One year of college and experience working in community recreation or education programs with elementary and middle school age participants.
3. Previous group leadership and supervisory experience with children, preferably in a camp setting.
4. Knowledge and understanding of child behavior, experience in recreational sports, games and arts and crafts, and an ability to relate with and supervise children successfully.
5. Ability to manage time and work independently with minimum supervision.
6. A willingness to learn about and support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.
7. Currently Certified in Lifeguarding or a Certified Lifeguard Instructor.
8. Ability to support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.

Supplemental Information

Camp Kota operates July 11th through August 5th, Monday-Friday with an overnight camp stay every Thursday evening, 8:30 AM to 3:00 PM daily. Daily staff meetings occur at 8:00 a.m. Camp Kota operates primarily at East Bush Lake. Within this program, participants range in grades from K-7th and volunteers in grades 8th-10th. Camp training occurs July 7th – 8th, plus additional online training and lifeguard training is

required. This position will also require some pre-planning prep and post-camp work with a **flexible** before and after designated program and training dates.